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# Institution Supplement

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**NUMBER:** ENG 5267.06  
**DATE:** April 15, 2004  
**SUBJECT:** Visiting Regulations  
(FCI/FDC/FPC)

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1. PURPOSE AND SCOPE: To establish and implement visiting procedures for the FCI, FDC, and FPC.

2. DIRECTIVES AFFECTED:

Program Statement 5267.06, "Visiting Regulations," dated May 17, 1999, is referenced. Institution Supplement ENG 5267.06, "Visiting Regulations (FCI/FDC/FPC)," dated March 30, 2001, which is superseded.

3. CORRECTIONAL STANDARDS REFERENCED: 3-4440, 3-4441, 3-4442,  
3-4445, 3-4446

4. VISITING ROOM: All social and legal visits will take place in the visiting rooms of the FCI and the FDC. Visitors and inmates will be assigned seating assignments upon entering the visiting room.

All social visits will take place on the upper patio, Food Service dining room or the children's playground at the FPC. The Camp unit officer will assist the visiting room officer when the outdoor areas are open, by making rounds through these areas to observe inmates and their visitors. Visitors and inmates will be assigned seating upon entering the visiting room. Legal visits will occur in the dining room during normal visiting hours. When an attorney must visit with an inmate during non-visiting hours the visit will occur in the assigned Camp day room upon approval of a unit team member.

5. VISITING TIMES: The visiting hours will be as follows for the FCI:

Monday, Thursday and Friday 5:00 p.m. to 9:00 p.m.  
Saturday, Sunday, and Holidays 8:30 a.m. to 3:30 p.m.

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DISTRIBUTION:	Warden	Manager, PSC	Inmate Law Library
	AW(O)	Department Heads	Duty Officer File
	AW(P)	Lieutenants	Control Center
	Detention Services Coordinator		A.F.G.E.

The visiting hours will be as follows for the FDC:

A Unit inmates will visit on odd days  
B Unit inmates will visit on even days

Monday, Thursday, and Friday	5:00 p.m. to 9:00 p.m.
Saturday, Sunday, and Holidays	8:30 a.m. to 3:30 p.m.

Thanksgiving and Christmas will be split between both units. On the two indicated holidays, A Unit will visit from 8:30 a.m. to 12:00 p.m. and B Unit will visit from 12:00 p.m. to 3:30 p.m. with a maximum visiting time limit of one hour.

The visiting hours will be as follows for the FPC:

Monday and Friday	5:30 p.m. to 9:30 p.m.
Saturday, Sunday, and Holidays	8:30 a.m. to 10:30 a.m. * 11:30 a.m. to 3:30 p.m.

\*On Saturday, Sunday, and holidays, visiting will be closed from 10:30 a.m. to 11:30 a.m. for count and the brunch meal. Visitors are expected to leave the institution grounds and return after 11:30 a.m.

There will be no social visiting on Tuesday and Wednesday for all three facilities.

## 6. FREQUENCY OF VISITS AND NUMBER OF VISITORS:

A. FREQUENCY: Inmates will be allowed a total of 40 points per month. One point will be charged for each hour on weekdays and two points will be charged for each hour on weekends and holiday visits. Any visit exceeding 15 minutes is considered a full hour. Legal visits will not be counted towards the 40 point total. Additionally, all FPC inmates who participate in the Inmate Companion Program will be given an additional 10 points per month.

Legal visits for FDC inmates who are housed at the FCI in the Special Housing Unit (SHU), will be coordinated by the FDC unit team and the inmate's attorney. An inmate should notify his attorney when he is placed in SHU to facilitate a smooth transition.

When an FDC and FPC inmate has reached his 40 point total for the month and wants additional time, he may submit an Inmate Request to Staff form to the Detention Services Coordinator.

When an FCI inmate has reached his 40 point total for the month, he must submit an Inmate Request to Staff form to the Unit Manager, stating the visitor's name and the reason for the visit.

B. NUMBER OF VISITORS: Due to limited visiting space, inmates will be allowed only three persons per visit. Small children not yet walking will not be counted toward the total. Requests to have more than three persons for a visit should be submitted on an Inmate Request to Staff Form, through the Captain then either to the Unit Managers for FCI inmates, or to the Detention Services Coordinator for FDC and FPC inmates.

FPC inmates will be allowed to have five visitors (excluding children not yet walking) during a visit. If overcrowding becomes an issue, the Operation Lieutenant will be contacted to approve early termination of visiting, giving consideration to those visitors who are not considered from the commuting area.

7. REGULAR VISITORS: In addition to immediate family members and relatives, an inmate may request up to 10 friends be added to his visiting list. Non-immediate family member's shall be subject to a background investigation prior to visitation. Ordinarily, FDC inmates will only be authorized to place immediate family members on their visiting lists. Due to space limitations, any exceptions must be approved by the Detention Services Coordinator.

Inmates will submit names of prospective visitors to their correctional counselor. The correctional counselor is responsible for preparation and approval of all visiting lists. The lists will include addresses as well as phone numbers if known. Social Security numbers and birth dates should also be added for further identification. The counselor may require complete information before accepting the visiting request form. It is the inmate's responsibility to inform visitors when they have been added on their approved visiting list.

Once visitors are approved, the correctional counselor will be responsible for initiating and updating visiting records and notifying inmates the visitors are approved or disapproved. Ordinarily, no one will be permitted to visit an inmate if they are not on the inmate's approved visiting list prior to arrival, including immediate family members. A member of the unit team should be contacted if a visitor is not on the inmate's visiting list. The unit team member will evaluate the situation to determine if there are any unusual circumstances, such as visitors April 15, 2004 approval who are not yet keyed into the Visiting Program. It should be an extremely rare occasion when an inmate is allowed a visitor who is not on the visiting list.

Visitors shall not be on more than one inmate's visiting list. All exceptions must be approved by the Associate Warden, Programs (AWP). Only requests for immediate family members will be considered (i.e., mother who has two inmate sons).

Inmates may have the mother of their children added to their visiting list in addition to other immediate family members. However, due to space limitations and security concerns, such visitors must bring the inmate's child with them before being allowed to visit. Children under the age of 16 may not visit unless accompanied by a responsible adult. They may be placed on the visiting list, but this is not required if an adult is responsible for them. Ordinarily, it is expected that children entering the facility will be related to the inmate, but a visitor may be responsible for other children who are not related to the inmate.

Inmates may submit names of persons for his visiting list, who are members of the immediate family (mother, father, step-parents, foster parents, siblings, spouse, and children). Common-law relationships are recognized as spouse; however, they must have proof of common-law status. A "Declaration of Common-Law Marriage" is acceptable when both parties have notarized signatures and the document is filed with the Department of Motor Vehicle (DMV). Other acceptable documentation of common-law status includes joint rental contracts, telephone bills, automobile titles, etc., with both names on them. Any inmate who creates the common-law marriage simply for visitation privileges may be subject to disciplinary action and/or restriction of visiting privileges.

An inmate who does not have a legal spouse, but there is an individual with whom the inmate has been cohabitating, and there is documented evidence the relationship was similar to that of a spouse, that individual will be approved for visiting. The pre-existing relationship must be documented, which may include names on a lease, birth certificates of children, common address on a driver's license, etc.; and be subject to the normal screening procedures prior to approval.

8. BUSINESS VISITORS: When a decision must be made affecting an inmate's assets or aspects of his business, he may request a business visitor by submitting an Inmate Request to Staff Form to his correctional counselor. The correctional counselor will research the legitimacy of the request and submit his/her findings to the Warden for approval or disapproval of the visit.

9. CONSULAR VISITORS: The Executive Assistant is responsible for coordinating the visits of consul from foreign countries.

10. SPECIAL VISITS: Inmates will submit an Inmate Request to Staff Form to their correctional counselor when they want a visit from a person not on their visiting list or who are not a member of the immediate family. The potential visitor will be subject to a NCIC check. The waiting period for special visit request is approximately 90 days. The correctional counselor will research the legitimacy of the request and recommend to the unit manager for FCI inmates and Detention Services Coordinator for FDC and FPC inmates, either approval or disapproval.

11. LEGAL VISITS: Upon request, legal visits may be had during social visiting at either the FCI, FDC, or the FPC. Within the FCI and FPC an attorney, or other legal representative, shall be informed that a private room cannot be arranged for them during the social visiting hours and that they may schedule a private visit through the unit team staff. At the FDC, legal visits are conducted during the hours of the normal work and during social visitation. All persons seeking a legal visit with any inmate shall be held to the same dress code and other rules governing the operations of any of the visiting rooms.

Unit team staff, but primarily the inmate's counselor, shall ensure that legal visits are coordinated and conducted in a timely and orderly fashion. Attorneys will be processed as legal visitors upon showing proof of good standing with any bar in the United States. Persons claiming the status of an attorney which cannot be confirmed, or whose status originates from a foreign sovereign state, shall be referred to the Paralegal Specialist for confirmation of their status. In accord with Program Statement 1315.06, Inmate Legal Activities, Attachment D, attorneys will be required to complete the **Visiting Attorney Statement**. This form will be completed once for each inmate visited. The **Application to Enter Institution as Representative**, PS 1315.06, Attachment F, will be completed by any non-attorney person who is employed by, or is acting on behalf of the attorney, e.g. Paralegal, legal secretary, etc. This form will be completed by the person(s) seeking entry on behalf of the attorney, shall be signed by the attorney, and finally reviewed by a member of the inmate's unit team before the non-attorney is permitted legal visitation privileges. Upon the approval of legal visitation privileges for a non-attorney, the unit team shall notify Visiting Room personnel of the approval. Visiting Room personnel shall develop and maintain a logbook, listing the non-attorneys who have been granted legal visitation status. This log shall list the person(s) granted this status, the date upon which it was granted, and the name of the approving staff member.

Legal documents may be exchanged between the attorney and the inmate they are visiting during the legal visit. The attorney may not, however, be permitted to give any materials to inmates who they do not represent and are not visiting. The documents brought into the visiting room by the inmate, and those given to the inmate by the attorney or other legal representative, shall be searched for contraband, but shall not be read by staff.

Unless immediately necessitated by concerns for the safe and continued orderly running of the institution, the above noted legal visitation privileges shall not be denied or suspended before notifying the Operations Lieutenant. Using the chain of command, and as soon as possible, the Operations Lieutenant shall notify the IDO, AW(P) and/or the Warden, if he believes any of these privileges should be denied or suspended.

12. VISITING ROOM PROCEDURES AND REGULATIONS: Attachment D describes procedures for admitting visitors, regulations and conduct of inmates and visitors in the visiting room. It is the inmate's responsibility to inform his visitors of this information. The inmate will receive a copy of this attachment at unit classification or by seeing his correctional counselor. In addition, copies of Attachment D will be made available in the screening location for visitors upon request.

13. VISITING ATTIRE FOR INMATES: Only institution issued clothing (shirts, pants, shoes) are allowed in the visiting room. Shirts must be buttoned and tucked into the pants. Only a handkerchief, plastic comb, wedding band, religious medal/chain and approved headgear, and prescription eyeglasses are allowed to be brought into the visiting room by inmates. FPC inmates and visitors within legal smoking age, are authorized to bring in one sealed packet of cigarettes into the FPC visiting room.

14. TERMINATION OF VISITS: When the visiting room reaches seating capacity, the #1 visiting room officer will consult with the Operations Lieutenant prior to terminating any visits. The Operations Lieutenant will be responsible for terminating visits at the FCI. The Jail Lieutenant will be responsible for terminating visits at the FDC and FPC. Visiting privileges of inmates with local visitors will be terminated first. Distance to the institution will determine other terminations. If additional space is needed, visits of those individuals who have been visiting the longest will be terminated. Staff should try to avoid terminating visits of those individuals who traveled from out of state.

15. MONITORING: The IDO will tour the visiting room at least twice during their tour of duty. In addition, the IDO is to ensure other institutional activities are maintained without unnecessary or extended interference from the inmate visitors.

16. PRISONER VISITATION PROGRAM: If an inmate is unable to receive social visits, he may contact the Chaplain who will arrange visits with a volunteer for him. Inmates will not be charged points for these visits, or for clergy visits.

17. TRANSPORTATION ASSISTANCE: Refer to Attachment A for FCI inmates, Attachment B for FPC inmates, and Attachment C for FDC inmates.

18. SHU/SHU Annex will have assigned seating by staff. The inmates housed in the SHU or Annex will have a two (2) hour visiting block.

19. EFFECTIVE DATE: This supplement is effective upon issuance.

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J. L. Norwood  
Warden

### **TRANSPORTATION ASSISTANCE FOR THE FCI**

The Federal Correctional Institution is located southwest of Denver, in Littleton, Colorado. The exact address of the institution is 9595 West Quincy Avenue, Littleton, Colorado, 80123 (303-985-1566 main switchboard). The institution is located south of Hampden Avenue (also known as route #285) approximately 1 mile. Exit south off Hampden onto Wadsworth Avenue or Kipling Avenue to get to the institution. At the intersection of Wadsworth Avenue and Quincy Avenue turn west (towards the mountains) and drive approximately 1 ½ miles. The institution will be on the north side of Quincy. At the Kipling and Quincy Avenue intersection, the institution can be seen just to the east (away from the mountains).

Denver International Airport is located on the northeast side of Denver and FCI Englewood is approximately 50 miles from the airport. Directions from the airport: Take Pena (airport) Boulevard south, to I-70 west, to Wadsworth south, to Quincy west or Kipling south, to Quincy east. An alternate route from the airport: Take Pena Boulevard south, to I-70 west, to C-470 south, to Quincy east.

#### **LODGING AND TRANSPORTATION:**

FCI Englewood is located in the metropolitan area of Denver, Colorado, and many lodging accommodations exist. Refer to the yellow pages for lodging and transportation information.

#### **PAY TELEPHONE:**

There is a pay telephone located in the front lobby of the institution visitors can use.

### **TRANSPORTATION ASSISTANCE FOR THE FPC**

The Federal Correctional Institution is located southwest of Denver, Colorado, in Littleton, Colorado. The exact address of the institution is 9595 West Quincy Avenue, Littleton, Colorado, 80123 (303-985-1566 main switchboard). The institution is located south of Hampden Avenue (also known as route #285) approximately 1 mile. Exit south off Hampden onto Wadsworth Avenue or Kipling Avenue to get to the institution. At the intersection of Wadsworth Avenue and Quincy Avenue turn west (towards the mountains) and drive approximately ½ mile. The institution is on the north side of Quincy. At the Kipling and Quincy Avenue intersection, the institution can be seen just to the east (away from the mountains).

Denver International Airport is located on the northeast side of Denver and FCI Englewood is approximately 50 miles from the airport. Directions from the airport: Take Pena (airport) Boulevard south, to I-70 west, to Wadsworth south, to Quincy west or Kipling south, to Quincy east. An alternate route from the airport: Take Pena Boulevard south, to I-70 west, to C-470 south, to Quincy east.

### **LODGING AND TRANSPORTATION:**

FCI Englewood is located in the metropolitan area of Denver, Colorado, and many lodging accommodations exist. Refer to the yellow pages for lodging and transportation information.

### **PAY TELEPHONE:**

There is a pay telephone located in the front lobby of the FCI for visitors use.



### **TRANSPORTATION ASSISTANCE FOR THE FDC**

The Federal Correctional Institution is located southwest of Denver, in Littleton, Colorado. The exact address of the institution is 9595 West Quincy Avenue, Littleton, Colorado, 80123 (303-985-1566, main switchboard). The Federal Detention Center (FDC) is a satellite facility of the FCI, located on the same grounds, but separate from the FCI. The institution is located south of Hampden Avenue (also known as route #285) approximately 1 mile. Exit south off Hampden onto Wadsworth Avenue or Kipling Avenue to get to the institution. At the intersection of Wadsworth Avenue and Quincy Avenue turn west (toward the mountains) and drive approximately 1.5 miles to Kipling. From the Kipling and Hampden intersection, go south approximately 1 mile. You can see the FDC immediately on your left. The service entrance is at the traffic light north of Kipling and Quincy intersection.

Denver International Airport is located on the northeast side of Denver and FCI Englewood is approximately 50 miles from the airport. Directions from the airport: Take Pena (airport) Boulevard south, to I-70 west, to Wadsworth south, to Quincy west, to Kipling north, take a right on Lehigh Street; or Kipling south, to Lehigh Street east. An alternate route from the airport: Take Pena Boulevard south, to I-70 west, to C-470 south, to Quincy east, left at Kipling north, and right on Lehigh east.

### **LODGING AND TRANSPORTATION:**

FCI Englewood is located in the metropolitan area of Denver, Colorado, and many lodging accommodations exist. Refer to the yellow pages for lodging and transportation information.

### **PAY TELEPHONE:**

There is a pay telephone located in the front lobby of the FDC for visitors use.

## VISITING ROOM PROCEDURES/REGULATIONS - FCI/FDC

1. All visitors must be approved by the inmate's unit staff before being allowed to visit. The only exception would be inmates who have been recently committed to FCI Englewood within the last week, then immediate family members (mother, father, step-parents, foster parents, brothers and sisters, spouse, and children) may be allowed. Common-law relationships are recognized with proof of status. Due to limited visiting space, inmates will be allowed only three persons per visit. Small children not yet walking will not be counted toward the total.

2. When visitors come to the institution they will have to complete the following procedures before being admitted:

A. Sign the Visitor's Log Book (visitor's name, date, time of arrival, name of inmate visiting).

**Note:** Visitors are required to sign this log book upon departure.

B. Read and sign the Notification to Visitor Form. This form informs visitors of Title 18 U.S.C. 1791 and 3571, which is the penalty for bringing upon institution grounds any firearms, destructive device, ammunition, other objects designed to be used as a weapon, narcotic drug, controlled substances, alcoholic beverage, currency, or any other object without the knowledge and consent of the Warden.

C. Pass through the walk-through metal detector successfully.

D. Any items (e.g. purses, coats) staff cannot search thoroughly will not be allowed. Visitors can return and lock them in their vehicles. Small lockable lockers are provided for visitors in the front lobby to store items during visiting. **WARNING:** The institution is not responsible for any items missing or stolen from lockers.

Only baby food purchased from a store and with the factory seal unbroken will be allowed in the visiting room and the supply is regulated to the amount that could be consumed during the visit. Diapers are limited to quantities that will accommodate the length of stay. Baby formula must be in a sealed container with the empty bottle and once in the visiting room, the formula may be opened and placed in the bottle. No glass bottles or containers will be allowed into the visiting room. In addition, visitors should bring in baby food or formula due to the fact breast feeding will not be allowed in the visiting room.

E. Identification: All visitors will be required to present one photo identification (driver's license - passport) or three types of other identification with signatures. Note: Children under the age of 16 will not be required to present identification; however, they must be accompanied by a responsible adult to visit. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age, must have the written approval of a parent, legal guardian or immediate family member at least 18 years of age prior to visitation.

F. Visitors who appear to be, or are intoxicated or under the influence of narcotics will be denied admittance and will be asked to leave institutional property.

G. Visiting Room Attire: Shorts and skirts must be knee length and there will be no exceptions to this rule. Khaki colored skirts or trousers, mini skirts, see-through clothing, form fittings skirts, dresses, pants or tops, halter tops, tank or sleeveless tops, or tube tops are not allowed. Children under the age of 13 years old will be allowed to wear shorts. Undergarments must be worn. Any areas in question will be referred to the Operations Lieutenant for clarification.

Footwear: In the event the screening officers finds a visitor's footwear to be questionable, the Lieutenant will be contacted to provide clarification on the footwear being allowed into the visiting room.

3. VISITING CONTACT: Handshaking, embrace, and kissing within the bounds of good taste, are permitted at the beginning and at the end of the visit. The only physical contact allowed during visiting is the holding of hands. Inmates with small children are afforded more contact by the holding of infants and having their children sit on their laps.

Once a visitor enters for a visit, and then departs the institution, he or she will not be allowed to enter the facility again (i.e. depart for lunch and then wish to return).

4. Visiting Room staff will not accept any articles or monies for inmates.

5. VENDING MACHINES: Inmates are not allowed in the vending machine area. Visitors may purchase items from the vending machines and bring them back to area of visit. The use of machines is at the users own risk. There is no procedure to make any refunds.

6. SMOKING: Smoking is not permitted in the Visiting Room.

7. CHILDREN: It is the responsibility of the inmate and his visitor to control their children during the visit. Children will not be allowed to wander through the visiting room. A children's play area is provided at the FCI, which consists of a small area with a television. There is no children play area at the FDC.

8. ANIMALS: Visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons. This must have prior approval from the Captain and respective Unit Manager for the FCI, or Detention Services Coordinator for the FDC and FPC.

9. INMATE PHOTOGRAPHER: There will be an inmate photographer in the FCI visiting room who will be available for pictures on Monday, Thursday, and Friday from 6:00 - 8:00 p.m., and on Saturday, Sunday, and holidays from 11:00 a.m. - 3:30 p.m. No inmate group photos are allowed and all photos must be appropriate in nature.

The inmate paying for the photo will be the only inmate allowed in the photo.

This attachment is to be posted in the Lobbies and Visiting Rooms.

### **VISITING ROOM PRODECURES/REGULATIONS - FEDERAL PRISON CAMP**

Visiting is encouraged. All visitors must be approved by the inmate's unit staff before being allowed to visit. Federal Prison Camp inmates are allowed five visitors (excluding children not yet walking) during a visit. If overcrowding becomes an issue, the Operations Lieutenant will be contacted to approve early termination of visiting, giving consideration to those visitors who are not considered from the commuting area.

Any inmate or visitor that violates the rules and regulations of the visiting room may be denied future visits. In addition, legal action may be initiated for specific rule and regulation violations taken against inmates and/or visitors. Inmates are **not permitted** to receive anything from a visitor or give anything to a visitor during a visit.

**Visiting Hours:** Monday and Friday - 5:30 p.m. to 9:30 p.m.  
Saturday, Sunday, and Federal Holidays - 8:30 a.m. to 10:30 a.m., and 11:30 a.m. to 3:30 p.m. . Visitors are to arrive an hour prior to the conclusion of visiting hours.

When visitors come to the institution they must complete the following procedures before being admitted:

A. Sign the Visitor's Log Book (visitor's name, date, time of arrival, name of inmate visiting).

**Note:** Visitors are required to sign this log book upon departure.

B. Read and sign the Notification to Visitor Form. This form informs visitors of Title 18 U.S.C, 1791 and 3571, which is the penalty for bringing upon institution grounds any firearms, destructive device, ammunition, other objects designed to be used as a weapon, narcotic drug, controlled substances, alcoholic beverage, currency or any other object without the knowledge and consent of the Warden.

C. Any items staff cannot search thoroughly will not be allowed. Visitors will be permitted to return and lock the article in their vehicles. Coats can be worn into the visitation room. However, visitors will be asked to remove their coats and hang them on designated coat hooks prior to their visit with the inmate. If outside visiting is approved during times of inclement weather, coats may be work outside after being searched. Upon returning from outside visiting, all coats will be searched by the officer and returned to the designated storage area.

Only baby food purchased from a store and with the factory seal unbroken will be allowed in the visiting room and the supply is regulated to the amount that could be consumed during the visit. Diapers are limited to quantities that will accommodate the length of stay. Baby formula must be in a sealed container with the empty bottle and once in the visiting room, the formula may be opened and placed in the bottle. No glass bottles or containers will be allowed into the visiting room. In addition, visitors should bring in baby food or formula due to the fact breast feeding will not be allowed in the visiting room.

D. Identification: All visitors will be required to present one photo identification (driver's license - passport) or three types of other identification with signatures. Not: Children under the age

of 16 will not be required to present identification; however, they must be accompanied by a responsible adult to visit. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation.

E. Visitors who appear to be, or are intoxicated or under the influence of narcotics will be denied admittance and will be asked to leave institutional property.

**VISITING ROOM ATTIRE:** Shorts and skirts must be knee length and there will be no exceptions to this rule. Khaki colored skirts or trousers, mini skirts, see-through clothing, form fitting skirts, dresses, pants or tops, halter tops, tank or sleeveless tops, or tube tops are not allowed. Children under the age of 13 years old will be allowed to wear shorts. Undergarments must be worn. Any areas in question will be referred to the Operations Lieutenant for clarification.

**FOOTWEAR:** In the event the screening officer finds a visitor's footwear to be questionable, the Operations Lieutenant will be contacted to provide clarification on the footwear being allowed into the visiting room.

**VISITING CONTACT:** Handshaking, embrace, and kidding within the bounds of good taste, are permitted at the beginning and at the end of the visit. The only physical contact allowed during visiting is the holding of hands. Inmates with small children are afforded more contact by holding the infants and having their children sit on their laps.

Visiting Room staff will not accept any articles or monies for inmates.

**VENDING MACHINES:** Inmates are not allowed in the vending machine area. Visitors may purchase items from the vending machines and bring them back to area of visit. The use of machines is at the users own risk. There is no procedure to make any refunds.

**Smoking:** Inmates and visitors within legal smoking age, are authorized to bring in one sealed packet of cigarettes. Smoking is not permitted in the Visiting Room, but is permitted outside the rear entrance of the visiting room with approval from the Visiting Room Officer.

**CHILDREN:** It is the responsibility of the inmate and his visitor to control their children during the visit. Children will not be allowed to wander through the visiting room. There is a children's play area outside. Inmates and visitors are instructed to closely monitor their child's play in this area.

**ANIMALS:** Visitors are prohibited from bringing animals on institution grounds unless the animal is a dog that assists disabled persons. This requires prior approval from the Captain, Unit Manager and/or Detention Services Coordinator.